

**First-Generation Pre-Medical Student Association
CONSTITUTION**

Last Revision: April 12, 2023 (Faculty Advisor: Tasha Posid, PhD)

ARTICLE I: NAME

Section 1 First-Generation Pre-Medical Student Association

ARTICLE II: PURPOSE

Section 1 The First-Generation Pre-Medical Student Association is an organization which aims to provide guidance for first generation undergraduate students interested in pursuing a career in the medical field. This organization will be a “home away from home” for first generation students to develop or pursue their interest in and out of the pre-medical career track, serving as a platform to share their concerns, challenges, and ideas. The aim of this organization is to promote academic success, personal development, community service, and leadership. Example events will include: resume workshops, exam-taking strategy sessions, stress management skill development, and talks from medical professionals. Lastly, this organization will involve members directly in their community with the targeted goal of providing them with the opportunity to interact with diverse patient populations in Columbus. Of note, although this organization was originally created for first-generation college students seeking resources and community while navigating the pre-medical track, first-generation medical students (who are not first-generation college students) are also welcome to join.

ARTICLE III: MEMBERSHIP

Section 1 Any undergraduate student interested in the field of medicine who is currently enrolled at The Ohio State University shall be eligible for membership.

Section 2 The First-Generation Pre-Medical Student Association is an open membership organization and thus does not require a formal application. Note that formal application for Executive Board positions is required.

Section 3 As an active member of the First-Generation Pre-Medical Student Association, it is required that all members be within “good standing” as outlined in the By-Laws.

ARTICLE IV: NON-DISCRIMINATION POLICY

Section 1 The First-Generation Pre-Medical Student Association does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

Section 2 *As a student organization at The Ohio State University, The First-Generation Pre-Medical Student Association, expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>.*

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

ARTICLE V: MEETINGS

See attached Document – Description of Positions (Updated 4/23 by Faculty Advisor Tasha Posid)

ARTICLE VII: ELECTIONS

See attached Document – Description of Positions (Updated 4/23 by Faculty Advisor Tasha Posid) and Election Application (Updated 4/23 by Faculty Advisor Tasha Posid)

ARTICLE VIII: IMPEACHMENT OF AN EXECUTIVE BOARD MEMBER

Section 1 The impeachment of an Executive Board member may be considered under any of the following circumstances:

- a.** Failure to meet requirements and/or responsibilities of the represented office
- b.** Failure to comply with The Ohio State University Code of Ethics as related to the First-Generation Pre-Medical Student Association and officer responsibilities.
- c.** Violation of any student conduct policy pertaining to The Ohio State University

Section 2 The impeachment of an Executive Board member requires two-thirds majority vote of the rest of the Executive Board. In addition to a two-thirds majority vote, the advisor must approve the decision of impeachment. Impeachment of an Executive Board member may be undertaken in the event that the officer fails to execute his or her duties, including, but not limited to, violating university codes of conduct.

Section 3 The impeachment of the President requires a two-thirds majority vote of the rest of the Executive Board. In addition to a two-thirds majority vote, the advisor must approve the decision of impeachment. Impeachment of the President may be undertaken in the event that the officer fails to execute his or her duties, including, but not limited to, violating university codes of conduct.

Section 4 The President has the authority to impeach a secretary with a two-thirds majority approval of the Executive Board and support from the Advisory Board.

ARTICLE IX: APPOINTMENTS

ARTICLE X: ADVISORY BOARD: QUALIFICATION CRITERIA

- Section 1** Advisors must be a faculty, administration, or professional staff of The Ohio State University. Responsibilities and expectations are as follows:
- a.** Attend bi-annual University advisory training.
 - b.** Offer guidance and support to organization members.
 - c.** Actively participate in at least five events, programs, or meetings per semester.
 - d.** Serve as the co-signer on the First-Generation Pre-Medical Student Association bank account.

ARTICLE XI: FUNDS

- Section 1** Membership dues shall be \$5-10 per semester.
- Section 2** Dues shall be paid by September 30th during the autumn semester and by January 31st during the spring semester.
- Section 3** Members who have not paid their dues by the due date will be considered as not of good standing. All membership privileges, including voting, shall be lost until the dues are paid.
- Section 4** Occasionally the First-Generation Pre-Medical Student Association may need to collect money from its members for special events. This money collected shall be approved by a majority of the members at a General Body meeting.
- Section 5** When necessary, the First-Generation Pre-Medical Student Association shall fundraise money through a variety of means both on campus and off-campus.
- Section 6** Funds raised shall be used for organizational purposes only and shall not be used in circumstances including, but not limited to, the following: purchase of illegal substances, alcoholic beverages, and other personal items.

ARTICLE XII: AMENDMENTS

- Section 1** The Executive Board holds the power to make amendments to the constitution. An amendment requires a two-thirds majority vote during a General Body meeting. The advisor must also approve of the proposed amendment.
- Section 2** A proposed amendment shall be discussed to General Body members by the Executive Board. Votes shall then be cast on a paper ballot, stating the approval or disapproval of the members.

ARTICLE XIII: RATIFICATION

Section 1 This constitution shall take effect immediately upon its approval by the First-Generation Pre-Medical Student Association’s founder (Kerestina Khalil) and co-founder (Trent Jutte).

Section 2 The Constitution shall be officially adopted on Wednesday, May 8th, 2019.

First-Generation Pre-Medical Student Association

By-Laws

Passed Wednesday, May 8th, 2019

ARTICLE I: MEMBERSHIP INTEREST

Section 1 In order to gain membership into the First-Generation Pre-Medical Student Association, interested students must complete the following:

- a.** Attending a First-Generation Pre-Medical Student information session.
- b.** Contacting the Chair of Internal Affairs & Development (cc the President and Vice President—required protocol when conducting any email within the organization) expressing interest.
 - i.** The Chair of Internal Affairs & Development will then contact the interested member via email with any necessary information about their status as a becoming a member.

ARTICLE II: MEMBERSHIP STATUS

Section 1 Every undergraduate member of the First-Generation Pre-Medical Student Association is expected to be in “good standing” with the organization. The criteria for being considered as “good standing” includes, but is not limited to the following:

- a.** Must attend all meetings. In the event that attendance is not possible, the secretary should be notified (being sure to cc the president and vice president).
- b.** Greater than 3 unexcused meeting absences per semester will result in removal from the organization.
- c.** The following circumstances may also detriment the status of a “good standing” member and merit removal from the organization:
 - i.** Failure to comply with The Ohio State University Code of Ethics as related to the First-Generation Pre-Medical Student Association.
 - ii.** Violation of any student conduct policy pertaining to The Ohio State University
- d.** Must attend at least one event per semester aside from the Executive Board and General Body meetings.
- e.** Must pay dues before the due date.

Section 2 Members may be excused, at the discretion of the President, from the expectations listed above due to specific circumstances including, but not limited to: class conflicts, work conflicts, exam conflicts, and personal life issues that merit an absence.

- Section 3** A Class Excuse will be granted to members who are unable to attend Executive Board and/or General Body meetings. An excuse from said meetings will be reviewed by the President via submission of a Class Excuse Form.
- Section 4** Members who wish to remove themselves from the First-Generation Pre-Medical Student Association must notify the President.

ARTICLE II: INTERIM MEMBERSHIP STATUS

- Section 1** Students who are unable to fulfill membership expectations, outlined above in Article II, must declare Interim Membership Status in order to remain as a member on the roster and to receive from the First-Generation Pre-Medical Student Association updates.
- Section 2** Interim Membership Status shall be granted via submission and approval of the Interim Membership Request Form, sent before the second week of the semester to the President.

ARTICLE II: ELECTIONS

- Section 1** Elections of Executive Board members will be conducted as outlined in Article VII of the Constitution.
- Section 2** Election day will begin with five minute speeches from the Presidential candidates, followed by two minute speeches by the Vice President, Treasurer, Secretary, Chair of Internal Affairs & Development, Chair of External Affairs, and Chair of Marketing candidates. All other candidates of the respective position will be removed from the room while each candidate gives their speech. Upon the conclusion of each speech, members of the organization will have time to discuss their thoughts about each respective candidate. Members will then cast their vote via paper ballot, and the candidates will reenter the room.

ARTICLE III: ADVISORY BOARD

- Section 1** The Advisory Board will be governed as outlined by Article X of the Constitution.
- Section 2** The Executive Board may appoint additional members to the Advisory Board with a two-thirds majority vote at a General Body meeting. Additional appointments shall be approved by the existing Advisory Board.
- Section 3** The Advisory Board shall be chaired by the Primary Advisor.

ARTICLE IV: FINANCES

- Section 1** Only the Treasurer holds the power to create the preliminary budget, with the help of the rest of the Executive Board. This preliminary budget shall be created no later than one week prior to the academic year. The Treasurer may edit the entire budget or specific budgets for events throughout the year.
- Section 2** The bank account for the First-Generation Pre-Medical Student Association shall only be accessible to the President, Treasurer, and Primary Advisor.

- Section 3** Spending requests must be approved by the Treasurer first. This procedure for this approval is at the discretion of the Treasurer; however, all spending requests must be recorded and kept on file.
- Section 4** The Treasurer is responsible for performing all audits of the organization as requested by The Ohio State University, IRS, etc.
- Section 5** The Treasurer shall be responsible for reimbursing approved spending of members.
- Section 6** In order to be in “good standing” with the First-Generation Pre-Medical Student Association, every member must pay their dues on time each semester as outlined by Article XI of the Constitution.
- Section 7** Any requests for a change in the amount for dues shall be presented by the Treasurer to the Executive Board no later than two weeks before the start of the semester. Approval must consist of a two-thirds majority vote by the Executive Board. Following such an amendment, Article XI of the Constitution shall be amended.

ARTICLE V: Amending the By-Laws

- Section 1** The Executive Board holds the power to the By-Laws as needed, except for Article V.
- Section 2** Amendments shall be presented to the Executive Board and must be approved by a two-thirds majority vote. Following approval, the amendment shall then be approved by the general body with a two-thirds majority vote as well. Lastly, all amendments must be approved by the Advisory Board.
- Section 3** All amendments from the First-Generation Pre-Medical Student Association shall be implemented immediately upon its full approval.

All Positions:

- **2023 Update (TP):** Based on a unanimous vote by the 2022-2023 Executive Board, election format will be decided upon annually at their discretion and vote (majority). This vote will occur in January of 2024 (or January of the Spring Semester) and the format along with available positions will be conveyed to organization members.
 - Option: All positions will run annually (open to Executive Board and general body members), regardless of whether there are Executive Board members interested in maintaining their position.
 - Option: Incumbent positions for returning Executive Board members may be left in their same position as the previous academic year upon a majority vote of the Executive Board and approval from the Faculty Advisor and they will not need to re-run in this year's election.
 - Option: Same as above EXCEPT for President and Vice-President: These positions must run each year (even if there is an incumbent).
 - Option: President and Vice President may only be former members of Executive Board. Non-Executive Board members may apply via the Faculty Advisor to run in these elections if there are extenuating circumstances (e.g., they held an equal Leadership role in another organization the previous year, or they did a Study Abroad last year, etc., thus making them unable to serve on Executive Board in the previous cycle). Appeals must come before applications are due directly to the Faculty Advisor.
 - Option: Executive Board members may make 'lateral' position switches without having to run in the formal election by Executive Board vote (majority) and Faculty Advisor approval.
 - All incoming Executive Board members (and thus applicants) must be in good
 - As needed (e.g. in the event of a tie), Executive Board and the Faculty Advisor will consider attendance at general body meetings, attendance at Executive Board meetings, and attendance at other formal organization events.
 - New addition to Constitution based on Executive Board unanimous vote in March 2023: Only active undergraduate organization members may vote in the annual elections, with the exception of the Alumni Liaison position. Whether or not they may vote will be decided upon at the January 2023 'format' meeting of Executive Board (majority vote).
 - Initial applications for Executive Board positions will be screened and approved by the Faculty Advisor and/or President and Vice President.
 - Official election results should be accessible only to the Faculty Advisor, President and Vice President, who will convey all election materials and outcomes to general body members. This task will primarily fall to the Vice President, who may engage the Faculty Advisor and President as needed.
- All Executive Board Members are expected to attend all Executive Board meetings (will typically fall on Tuesday evenings, 2x/month); exceptions (e.g., work) must be sent to the Faculty Advisor or President in advance.

- All Executive Board Members are expected to attend all General Body meetings (will typically fall on Thursday evenings, 2x/month); exceptions (e.g., work) must be sent to the Faculty Advisor or President in advance.
- All Executive Board Members (non-President) will be expected to meet monthly with the Vice President and provide a status report on position updates and initiatives.
- All Executive Board Members will be elected in the week/s prior to Spring Break annually and Executive Board will transition starting the Monday following Spring Break week. All old and new Executive Board members will be expected to join Executive Board meetings for the remainder of that academic year. Old and new Executive Board positions will work together to create a written transition plan outlining key responsibilities for each position, including annual or upcoming deadlines and 'action items' for the following academic year. These will be submitted to the Faculty Advisor prior to the end of the academic year.

President: *(anticipated commitment: 10 hours/week)*

- The President will Chair or co-chair all Executive Board meetings with the Faculty Advisor.
 - They will work with the Faculty Advisor prior to each meeting to set an agenda, schedule the meeting (i.e., book the room or create the Zoom/calendar invite), and send a reminder to Executive Board at least 24 hours prior to the meeting.
 - If the Faculty Advisor is unable to attend an Executive Board meeting, the President will serve as the Chair. If the President is unable to attend an Executive Board meeting, the Vice President will serve as the Chair.
 - Following each Executive Board meeting, the President will work with the Secretary to finalize meeting notes, agenda items, and 'action items,' which will be sent via email to all Executive Board members and stored on the share drive.
- The President will chair and call all General Body meetings.
 - They will work with the Executive Board prior to each meeting to set a topic and agenda, schedule the meeting (i.e., book the room or create the Zoom/calendar invite), and send a reminder to General Body members (this may also be a reminder to the Secretary/email and Social Media Chair) one week and one day prior to a set meeting.
 - The President will lead the General Body meeting unless otherwise specified by topic (e.g., guest speaker, delegated to the Faculty Advisor or other Executive Board member). This may include introducing guest speakers and/or the topic for that meeting and leading discussion panels or group presentations.
 - For guest speakers or discussion panels, unless otherwise delegated to another Executive Board member, the President will prepare questions and discussion topics for these meeting events at least one week in advance of the meeting date.
 - The President will confirm all guest speakers (suggested: one week and one day in advance) and making sure they have meeting details (location or Zoom link).

- The President will send a thank you to all guest speakers on behalf of the organization within 48 hours of each meeting.
 - Following each General Body meeting, the President will work with the Secretary to finalize meeting notes, which will be stored on the share drive.
- The President will act as the representative and spokesperson for any external functions.
 - Involvement Fairs: The President will lead the preparation and implementation of the Fall and Spring Involvement Fairs and should recruit the assistance of Internal Affairs.
 - As necessary, they may create a sub-committee for Involvement Fair planning. Internal Affairs Chair should sit on this committee.
 - The President will work with Executive Board members to create marketing materials (Social Media + Marketing) and staff the event. Materials and plans should be fully prepared no more than 48 hours prior to these events.
 - The President is expected to attend the event unless there is a pressing excused absence (approved by the Faculty Advisor).
 - Following each event, the President will work with the Secretary to onboard new members (email listserv, social media, GroupMe, Carmen page). This will be done no more than one week following the event.
 - Updated member sign-ups will also be entered into the OSU Student Organization website (at least 2x/annually following each involvement fair).
- The President will attend the yearly President Training.
 - The President will update the status of the organization annually, which includes ensuring all Executive Board members have been updated in the student organization portal.
 - The President will work with the Faculty Advisor to make sure that the organization is renewed annually and by the appropriate deadline.
- The President will work with the Vice President and the Faculty Advisor to ensure that the organization is fulfilling its goals and that Executive Board members are appropriately fulfilling their responsibilities.
 - This will include three meetings per semester (President, Vice President, Faculty Advisor): start, mid-way, end.
 - The President will finalize an organizational status report for each semester based on these meetings, which will be reviewed and approved by Executive Board and stored on the share drive.
- The President will be accountable for the organization's communication, although the actual responsibilities should be shared with and delegated to both the Secretary and appropriate Chair positions (e.g., Internal, External, Social Media).
 - This will include actively maintaining communication with the organization via the Gmail account. The President will work out a schedule with the Secretary for checking and answering emails sent to the organization.

- The President will also oversee any group chats and communication platforms (e.g. GroupMe, social media direct messages, member emails) for the onboarding of new members or organization inquiries. They may delegate the onboarding itself to the Secretary and additional communication (i.e., follow up) to Social Media.

Vice-President: *(anticipated commitment: 10 hours/week)*

- The Vice-President will co-chair and co-lead all General Body meetings.
 - If the President is unable to attend the General Body meeting, the Vice President will Chair and lead in their place and assume all General Body meeting responsibilities as outlined for the President.
- The Vice-President will act as a representative and co-spokesperson for any external functions.
 - Involvement Fairs: The Vice-President will assist in the preparation and implementation of the Fall and Spring Involvement Fairs.
 - As necessary, they may work with the President to create and serve on a sub-committee for Involvement Fair planning.
 - The Vice-President is expected to attend the event unless there is a pressing excused absence (approved by the Faculty Advisor).
- The Vice-President will communicate with each position of Executive Board on a monthly basis. This may be in-person or virtual.
 - The Vice-President will schedule these meetings in advance (at least 48 hours although one week is preferred; book a room or schedule a Zoom), take notes during the meetings, and record meeting minutes.
 - The Vice-President will keep a running document of meeting minutes and this will be housed and kept up-to-date on the share drive.
 - In the event that an Executive Board member cannot attend an Executive Board meeting, the Vice-President will be in charge of providing updates, agenda items, or action items for that position.
 - The Vice-President will work with Executive Board members to create sub-committees to organize needed internal or external affairs/events and will co-chair those committees with the position holder.
- The Vice-President will work with the President and the Faculty Advisor to ensure that the organization is fulfilling its goals and that Executive Board members are appropriately fulfilling their responsibilities.
 - This will include three meetings per semester (President, Vice President, Faculty Advisor): start, mid-way, end.
 - The Vice-President will be responsible for bringing written status updates for each Executive Board position from their previous monthly meetings, as well as meeting minutes for review.
- The Vice-President may assist the President in overseeing communication for the organization (e.g., Gmail, GroupMe), although this accountability will ultimately fall to the President.

- New in 2023 (April 2023 majority Executive Board vote): The Vice President will serve as the 'go-to' for Constitution logistics and all election communication. This will mirror positions such as 'Parliamentarian' or 'Historian' in order to avoid confusion surrounding elections and voting.
 - VP will communicate 'format' of elections along with open positions in the upcoming election cycle from the Executive Board meeting to general body members.
 - VP will work with President and/or Faculty Advisor to screen applications, accrue votes from members, and communicate the results to the applicants and general body members following the election.
 - The VP will work directly and only with the President and Faculty Advisor should any issues during the voting and election cycle occur.

Treasurer: *(anticipated commitment: 2-3 hours/week)*

- The Treasurer will attend and complete the requisite annual Treasurer Training, as mandated for all OSU student organizations.
- The Treasurer will manage and be responsible for the entirety of the organization's finances, budgets, bank accounts, sponsorships, and income.
- The Treasurer will manage all membership dues, including the collection process.
 - They should keep all documentation and receipts (member payments, transfers, etc.) in the share drive.
- The Treasurer will manage all financial collections for member events or initiatives not otherwise paid for by the organization (e.g., club t-shirts). This will include contacting members for payment, receiving that payment, and documenting that payment.
- The Treasurer will authorize disbursements (along with one other officer).
- The Treasurer will deliver a report of financial activity quarterly (2x/semester) at Executive Board meetings.
- If any sub-committees are formed that require financial activity, the Treasurer will sit on those committees and track all budgets related to that activity.
 - They will work with the sub-committee Chair to plan the budget for said activity, manage the financial aspects of that project, and track all payments, receipts, and/or reimbursements. All documentation should be kept on the share drive.
- The Treasurer will provide a speaker honorarium or reimbursement (e.g., for parking) to any guest speakers at General Body meetings. As they can, they will acquire this reimbursement prior to the meeting, or within one week of that meeting.
- As wanted/needed (decided upon by Executive Board and approved by the Faculty Advisor), the Treasurer will submit any applications for additional organization funding.

Secretary: *(anticipated commitment: 5 hours/week)*

- The Secretary will assist the President as the primary liaison for organization communication.
 - The Secretary will maintain the Gmail on an active basis. This should include checking the email at least once weekly (more is preferred), replying to any

incoming messages, or delegating message responses to an appropriate Executive Board member.

- The Secretary will maintain the Carmen Canvas page. Although they may solicit content from or form a sub-committee with additional Executive Board members, they will update this page actively throughout the semester.
 - Updates to the page should be part of the monthly updates discussed and reviewed at the Vice-President meeting.
 - The Secretary will solicit suggestions from Executive Board at an early Executive Board meeting each semester.
 - The Secretary will present updates to the Carmen Canvas page to Executive Board at least once during each semester.
 - The Secretary may form a sub-committee to solicit or develop content and will chair and lead this committee.
- The Secretary will maintain any group messaging platforms (e.g. GroupMe) to ensure member communication is seen and reviewed; this may include delegating responses to appropriate Executive Board members.
- The Secretary will record all minutes at Executive Board meetings.
 - These meeting notes will be sent out no more than one week after each Executive Board meeting (with a goal of <48 hours) with agenda items, meeting minutes, and any 'action items' for Executive Board members.
 - Either a running document or a folder containing individual documents will be maintained actively on the share drive.
- The Secretary will record all minutes at General body meetings.
 - Any meeting notes or items (e.g., powerpoint slides from the speaker) will be sent out to members no more than one week after each meeting (with a goal of <48 hours), when applicable.
 - Either a running document or a folder containing individual documents will be maintained actively on the share drive.
 - The Secretary will also maintain any meeting content (e.g. internally developed powerpoints or presentations led by Executive Board members) on the share drive in an organized fashion.
- The Secretary will take attendance at all Executive Board and General Body meetings.
 - Attendance should be tracked and uploaded to the share drive.
 - Attendance metrics will be presented by the Secretary at the final Executive Board of each semester.
- The Secretary will manage and update contact information for all members.
 - Onboarding new members: This should be done actively as members are added, and following recruitment events (e.g., Involvement Fairs).
 - The Secretary will receive member inquiries from other Executive Board members (e.g. Social Media) and will reply to that incoming member within one week.
 - Names and contact information will be provided to the Chair of Internal Affairs, who will assist with the onboarding: Onboarding new members

will include adding them to the email listserv, any group messaging platforms, and the Carmen Canvas page.

- Maintaining active membership: The Secretary will work with the Chair of Internal Affairs to maintain active membership across communication platforms. This includes, but is not limited to, the email listserv, GroupMe, Carmen Canvas.
 - These updates should be done monthly and as needed and will be part of the report given to the Vice-President at monthly meetings.
- The Secretary will assist the Faculty Advisor in organizing yearly elections and communicating with organization members.
 - This may include providing instructions for election applications, schedule, timeline, and results.
 - This should be provided via the email listserv, as well as social media and any group messaging platforms (e.g., GroupMe).

Chair of Internal Affairs and Development: *(anticipated commitment: 3-5 hours/week)*

Note: This position will move from two to one student for the 2022-2023 academic year (approved by Executive Board and the Faculty Advisor in February 2022).

- The Chair of Internal Affairs will facilitate and manage organizational growth and membership development.
 - They should work directly with the Secretary to maintain the Gmail, Carmen Canvas site, and any group messaging platforms (e.g., GroupMe) with up-to-date and active members.
- The Chair of Internal Affairs will organize and assist in running any recruiting events and information sessions for interested members.
 - This may include, but is not limited to, each semi-annual Involvement Fair.
 - Although the President will be accountable for the planning and running of this event, it is expected that the Chair of Internal Affairs will assist as needed, including sitting on any planning committees and participating day-of.
 - The Chair of Internal Affairs should also collect member contact information at any recruitment event and work with the Secretary to onboard these members.
- The Chair of Internal Affairs will organize events for the social development of members in the organization.
 - They will plan at least one social event per semester, including planning and organizing that event and any associated logistics (e.g., booking a room, coordinating members or transportation, etc.).
 - They will plan at least one volunteer or service event per semester, including planning and organizing that event and any associated logistics (e.g., booking a room, coordinating members or transportation, etc.).
- The Chair of Internal Affairs will run and maintain the Peer Mentorship program within the organization.
 - At the beginning of the academic year, they will solicit peer mentors (Executive Board or seniors) and the names of members interested in being paired with a mentor.

- They will create mentorship pairings and communicate these with each mentorship cohort.
- The Chair of Internal Affairs may create Peer Mentorship program events. They will plan and implement these.
- The Internal Affairs Chair will revisit the mentorship groups at the start of second (Spring) semester and assign or re-assign any members to cohorts as needed or desired.
- The Internal Affairs Chair will present a summary of the Peer Mentorship program (metrics, activities, feedback) during an Executive Board meeting each Spring prior to the Executive Board transition.

Chair of External Affairs: *(anticipated commitment: 3-5 hours/week)*

Note: This position will move from two to one student for the 2022-2023 academic year (approved by Executive Board and the Faculty Advisor in February 2022).

- The Chair of External Affairs will be responsible for overseeing all communication outside of the organization.
 - The Chair of External Affairs should familiarize themselves with and introduce themselves to other organizations on campus (such as BuckeyeFirst or PhiDE).
- The Chair of External Affairs will accrue, organize, disseminate, and update opportunities and resources to organization members.
 - This will include, but is not limited to: clinical/healthcare opportunities, research opportunities, scholarship/academic opportunities.
 - They should maintain a working document (e.g., Excel) to be housed on the share drive and updated actively (once per month).
 - Any new or timely opportunities should be sent on a weekly basis to the Social Media Chair and Secretary to be communicated to members.
 - The Chair of External Affairs may solicit opportunities and resources from members of Executive Board or the organization.
 - These working opportunities should be reviewed with the Vice-President at their monthly meetings.
 - The Chair of External Affairs will work with the Secretary to put appropriate opportunities and resources on the Carmen Canvas page.
 - The Chair of External Affairs may create a sub-committee which they will chair and lead to accrue and organize these resources. The Secretary and Alumni Liaison should sit on this committee.

Chair of Social Media and Marketing: *(anticipated commitment: 3-5 hours/week)*

Note: This position will move from two to one student for the 2022-2023 academic year (approved by Executive Board and the Faculty Advisor in February 2022).

- The Chair of Social Media and Marketing will maintain and update all social media pages actively (to date: Instagram and Twitter).
 - They will have the login information to these accounts in conjunction with the President and Faculty Advisor.

- They should post relevant content at least once per week (more is encouraged) to each platform.
- They should maintain an active and appropriate list of following/followers, including new and all members, relevant OSU organizations (such as BuckeyeFirst or PhiDE), and relevant medical education leadership both internally and nationally.
- The Chair will monitor all comments, communication, and direct messages across social media platforms and direct any issues or harassment to the Faculty Advisor, or any new member onboarding to the Secretary and Internal Affairs Chair.
- The Chair will work with Executive Board and the Vice-President to continue to develop social media campaigns, such as “Member of the Month” to highlight continued involvement by Executive Board and General Body members.
- The Chair will present a summary of social media engagement at an Executive Board meeting at the end of each semester.
- The Chair of Social Media and Marketing will promote all organization events.
 - This includes, but is not limited to: Member meetings, service/volunteer/social events, Involvement Fairs, and presence of members at campus events.
 - This will also include posting General Body meeting reminders to social media platforms one week and 24 hours prior to the event.
 - It is suggested that they also do this for non-meeting events (e.g., service, volunteer, social).
- The Chair of Social Media and Marketing should work with the President and Internal Affairs to create marketing materials for the Involvement Fairs. This should be done in advance with final materials ready at least one week prior to each event.
- As allowed and approved by Executive Board, the Chair may create and distribute flyers and/or posters to the student body at OSU as well as in appropriate locations around campus (e.g., residence halls, lecture halls, bulletin boards, student union) in an effort to promote either the organization or an event.
- The Chair of Social Media and Marketing should work with Internal and External Affairs Chairs to maintain a working calendar of events and opportunities for members. This should be sent to the Secretary to distribute via email listserv, posted to social media, and added to the Carmen Canvas website.

First-Generation Student Organization Ambassador: *(anticipated commitment: 2-4 hours/week)*

Note: This is a new position for the 2022-2023 academic year (approved by Executive Board and the Faculty Advisor in February 2022).

- The Organization Ambassador will serve as a Liaison for the organization for relevant student organizations on campus.
 - The Organization Ambassador will specifically work with the first-generation medical student association group to advance organization goals, presence on campus, and networking.

- The Organization Ambassador will attend all Executive Board (and may attend General Body) meetings of the first-generation medical student organization, will take meeting notes, and will report back at our Executive Board meetings.
- The Organization Ambassador will have a medical student counterpart on the Executive Board of the medical student association with whom they will communicate.
- Meeting notes from the medical student Executive Board meetings will be kept up to date and on the share drive.
- The Organization Ambassador will work with their counterpart to plan at least one medical student panel discussion or meeting each semester. Topic will be at the discretion of the Executive Boards.
 - This will include planning the meeting (content, speakers) and working with the President to get meeting logistics to all speakers.
 - They will also work with the Treasurer if any reimbursement or honorarium is needed.
 - They will work with Social Media to cross-promote and document the event.
- The Organization Ambassador will work with their counterpart to initiate and maintain a Peer Mentorship program in which medical students will be paired with (a) member/s of our undergraduate organization.
 - At the beginning of the academic year, they will work with their medical student counterpart solicit medical student peer mentors and the names of undergraduate members interested in being paired with a mentor.
 - They will create mentorship pairings and communicate these with each mentorship cohort.
 - They will work with their medical student counterpart to create Peer Mentorship program events. They will plan and implement these.
 - The Organization Ambassador will revisit the mentorship groups at the start of second (Spring) semester and assign or re-assign any members to cohorts as needed or desired, with the help of their medical student counterpart.
 - The Organization Ambassador will present a summary of the Peer Mentorship program (metrics, activities, feedback) during an Executive Board meeting at the end of the academic year (prior to Executive Board transition).